

FREEMAN

9258 Park South View, Suite 100
Houston, Texas 77051



DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 2, 2015

INCLUDE THIS FORM
WITH YOUR ORDER

Freeman method of payment

NAME OF SHOW:		HOUSTON LIVESTOCK SHOW & RODEO / MARCH 3 - 22, 2015	
COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE	X
CITY/STATE/ZIP:		CUSTOMER #	
PHONE #:	EXT.:	FAX #:	
SIGNATURE:		PRINT NAME:	
CONTACT'S E-MAIL			
E-MAIL FOR INVOICE		<input type="checkbox"/> CHECK IF YOU ARE A NEW FREEMAN CUSTOMER	

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.) Please reference (408225) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐

AMERICAN EXPRESS

☐

MASTERCARD

☐

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

Account No.:

Exp. Date:

Cardholder Name (Print):

Signature:

Cardholder Billing Address:

City/State/Zip:

ENTER TOTALS HERE

ELECTRICAL
LABOR

PLUMBING
LABOR

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GRAND
TOTAL

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- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.myfreemanonline.com/store.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?408225>

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HOUSTON LIVESTOCK SHOW & RODEO / MARCH 3 - 22, 2015

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ ALL FREEMAN SERVICES

☐ OTHER

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

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COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Description	Advance Price	Show Site Price
Electrician	\$ 82.00	\$ 106.60

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the NRG service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Reliant must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other _____

Labor Request

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ Lift Type _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labor

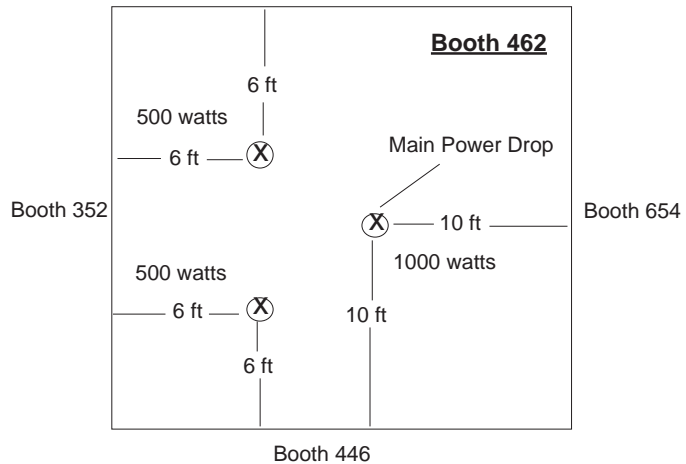
ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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ACCOMPANY YOUR ORDER**

FREEMAN electrical

NAME OF SHOW: **HOUSTON LIVESTOCK SHOW & RODEO / MARCH 3 - 22, 2015**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 832-667-2651 to speak with one of our experts.

ELECTRICAL OUTLETS

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	Quantity (For Show Hours Only)	Discount	Standard	
	Show	Price	Price	TOTAL
1500 Watts (15 amps)	_____	94.00	128.00	= \$ _____
2000 Watts (20 amps)	_____	126.00	170.00	= \$ _____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	184.00	248.00	= \$ _____
30 Amps	_____	226.00	305.00	= \$ _____
60 Amps	_____	336.00	454.00	= \$ _____
100 Amps	_____	536.00	723.00	= \$ _____
200 Amps	_____	1092.00	1474.00	= \$ _____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	242.00	327.00	= \$ _____
30 Amps	_____	289.00	390.00	= \$ _____
60 Amps	_____	494.00	667.00	= \$ _____
100 Amps	_____	814.00	1099.00	= \$ _____
200 Amps	_____	1628.00	2198.00	= \$ _____
400 Amps	_____	3445.00	4381.00	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$0.00 per Amp (20 Amp Min.)

Qty of Amps _____ X Price \$ 4.15 = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	431.00	582.00	= \$ _____
30 Amps	_____	546.00	737.00	= \$ _____
40 Amps	_____	735.00	992.00	= \$ _____
60 Amps	_____	1050.00	1418.00	= \$ _____
80 Amps	_____	1286.00	1736.00	= \$ _____
100 Amps	_____	1628.00	2198.00	= \$ _____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	168.00	228.00	= \$ _____
Double Light Stand (400w)	_____	178.00	241.00	= \$ _____

*May require labor and/or lift at additional charge. Please contact
HoustonUtilities@freemanco.com

Extension cords and power strips are available for rental at the Freeman Service Desk.

ADDITIONAL INFORMATION

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact
HoustonUtilities@freemanco.com

TOTAL COST

Outlet(s)	\$ _____
Tax 8.25%	\$ _____
GRAND TOTAL	\$ _____

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

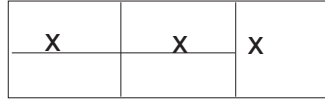
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

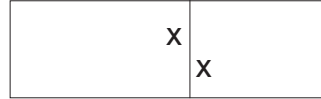
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

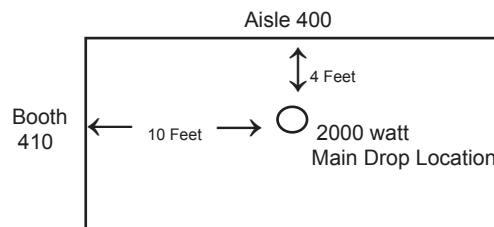


BACK TO BACK PENINSULA

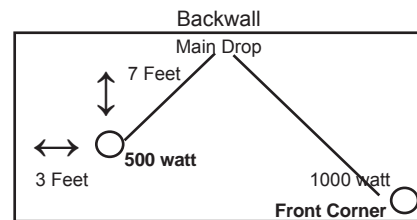
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to NRG Park receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. Power sharing is not permitted between exhibitors.



Freeman
9258 Park South View, Suite 100 Houston, TX 77051
FreemanUtilities@freemanco.com
Ph: 832-667-2651 Fax: 832-667-2653



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at FreemanUtilities@freemanco.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

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COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 832-667-2651 to speak with one of our experts.

COMPRESSED AIR: 90-100 lbs. PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet	_____	289.00	390.00 = \$	_____
CFM requirements (minimum 5 CFM per outlet - price is per CFM) ..	_____	Call for Quote	= \$	_____
		Total		_____

There will be a minimum of (1) hour charged for labor. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

WATER

Service Charge for water outlet..... 184.00 248.00 = \$ _____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS

Service Charge for first drain outlet at rear of booth 210.00 284.00 = \$ _____

Total _____

FILL & DRAINS

1 - 69 Gallons	_____	99.00	133.00 = \$	_____
70-100 Gallons.....	_____	126.00	170.00 = \$	_____
100 - 500 Gallons	_____	126.00	170.00 = \$	_____
500 - 1000 Gallons	_____	252.00	340.00 = \$	_____
Each Additional 100 Gallons	_____	30.00	37.50 = \$	_____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

LABOR

1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.

Plumber.....\$ 82.00

Freeman air / water / drain / gas

PLUMBING CONDITIONS AND REGULATIONS

- 1 Credit will not be given for connections installed and not used.
- 2 All equipment must comply with state and local safety codes.
- 3 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
- 4 Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
- 5 All equipment using water must have inlet and outlet properly tagged.
- 6 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
- 7 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
- 8 Service outlet size will be determined by the volume required.
- 9 All work performed within booth attaching lines to equipment will be charged on a time and material basis.
- 10 All outlets will be installed on the floor at the backwall of booth.
- 11 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 12 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- 13 Exhibitors are not allowed to bring air compressors on the show floor.
- 14 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
- 15 Please contact our Plumbing Department at 832-667-2651 for an estimate regarding labor or additional footage.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
- **All electrical requirements must be ordered on the Electrical Rental Order Form.**